

Personnel Manual, Chapter 12.B

Separating Active Duty Enlisted Members

12.B.1. General

12.B.1.a. Discharge Authority

Commander, Coast Guard Personnel Command is the Discharge Authority in all cases of administrative separation except in those cases specified in ☛ Articles [12.B.7.](#), [12.B.9.](#), [12.B.11.](#), [12.B.15.](#), [12.B.16.](#), and [12.B.20.](#) in which the district commander, maintenance and logistics commands, or commanding officer, as appropriate, may be the Discharge Authority.

12.B.1.b. Scope

The Service separates all Regular Coast Guard and Coast Guard Reserve active duty enlisted members according to the instructions contained in this Article.

☛ [Article 12.B.54.](#) contains a summary of various entitlements as they pertain to the different types of discharge. ☛ Reserve Policy Manual, COMDTINST M1001.28 (series) for processing Selected Reserve (SELRES) and Individual Ready Reserve (IRR) members.

12.B.1.c. Unqualified for Retention


The Armed Forces have the right and the duty to separate those members who clearly demonstrate they are unqualified for retention. Except for members separated under ☛ [Article 12.B.20.](#), separated members receive an appropriately characterized discharge certificate. At the same time, such members have rights the Coast Guard strives to protect. ☛ [Articles 12.B.15.](#), [16.](#), [18.](#), and [32.](#), as appropriate.

12.B.1.d. Retention or Separation

In determining whether a member should retain current military status or be separated administratively, the Service may evaluate the member's entire military record, including records of non-judicial punishment imposed during a previous enlistment or period of service, all courts-martial records or convictions, and any other material or relevant factors. Commanding officers, investigating officers, administrative discharge boards, and other agencies charged with making such decisions consider records of non-judicial punishment imposed during a previous enlistment or period of service only if, under the case's particular circumstances, the records would have a direct, strong probative value in determining whether retention or administrative separation is appropriate.

1. Cases in which the circumstances may warrant using such records ordinarily are limited to those involving patterns of conduct which become manifest only over an extended period of time.
2. When the Service considers a record of non-judicial punishment imposed during a current enlistment or period of service, isolated incidents and events remote in time or with insignificant value in determining whether retention or administrative separation should be effected shall have minimal influence on the

determination.

3. If the Service decides to separate a member administratively,  [Article 12.B.2.e.](#) applies in determining the type of discharge.